



Safety Advisory Committee Charter

Purpose

The University of Oregon (UO) Safety Advisory Committee (SAC) is a standing advisory committee appointed by the President that reports directly to the Vice President for Finance and Administration. The purpose of the SAC is to support the UO mission of excellence in teaching, research and public service by promoting a safe and healthy environment for all members of the University community, and to ensure compliance with OAR 437-001-0765. The SAC assists University administration in providing a safe and healthy workplace for all faculty, staff and student employees by making recommendations for improvement regarding health and safety issues and programs. The SAC shall be administered by Environmental Health & Safety. This charter defines the objectives, membership, and responsibilities of the SAC.

Committee Objectives

The UO SAC will work with UO Administration, and other departmental safety committees, to attain the following objectives:

- Bring employees and administration together in a non-adversarial, cooperative effort to promote safety and health.
- Assist administration in making continuous improvements to UO safety and health programs.

Committee Responsibilities

The UO SAC shall:

Consist of at least 4 members, with an equal number of employer-selected members and employee-elected or volunteer members. Supervisors may serve as either employer-selected or employee-elected or volunteer members. If both parties agree, the committee may have more employee-elected or volunteer members.

Meet monthly during regular business hours (except during months when quarterly worksite inspections are performed).

Maintain a written record of each meeting for a minimum of three years, or the mandated retention period, which shall include:

- names of attendees,
- meeting date,
- all safety and health issues discussed (including tools, equipment, work environment, and work practice hazards),
- recommendations for corrective action and a reasonable date by which administration agrees to respond,



- the name of person(s) responsible for follow up on any recommended corrective actions,
- all reports, evaluations and recommendations made by the committee.

Establish procedures for conducting workplace safety and health inspections in compliance with OAR 437-001-0765. Inspections are to be conducted by both employer and employee representatives trained in hazard identification. Those conducting workplace inspections are not required to be SAC members.

Work with administration to establish, amend or adopt accident investigation procedures that will identify and correct hazards.

Have a system that allows employees an opportunity to report hazards and safety and health related suggestions.

Establish procedures for reviewing inspection reports and for making recommendations to administration.

Evaluate all accident and incident investigations and make recommendations for ways to prevent similar events from occurring.

Make SAC meeting minutes available for all employees to review.

Evaluate administration's accountability system for safety and health, and recommend improvements. Examples include use of incentives, and evaluating success in controlling safety and health hazards.

Committee members shall:

- By majority vote, elect a chairperson each year at the October or November meeting.
- Serve for a term of no less than one year.
- Be compensated at their regular rate of pay.
- Have training in the principles of accident and incident investigations for use in evaluating those events.
- Have training in hazard identification.
- Be provided with meeting minutes.
- Represent all major activities of the UO.

The chairperson shall:

- Create or approve of each meeting's agenda before the meeting;
- Call each meeting to order, address each item on the agenda, solicit input from committee members, and end the meeting in a timely manner;
- Ensure that the committee votes to approve a chairperson each year;
- Ensure that the committee votes to approve the membership of the committee yearly, if the number of employee-elected or volunteer members outnumber the employer-selected representatives.



Individual departments may form and utilize auxiliary safety committees; however, the SAC appointed by the University President shall serve as the primary UO Safety Committee for purposes of regulatory compliance.

Committee Membership

Employer-selected voting members shall include:

1. Director of Environmental Health and Safety or designee,
2. UO Police Department Chief or designee,
3. Chief Human Resources Officer or designee,
4. Associate Vice President of Campus Planning and Facilities Management or designee,
5. Director of University Housing or designee,
6. Director of the Erb Memorial Union or designee,
7. Director of the University Health Center or designee,
8. Director of Intercollegiate Athletics or designee.

Employee-elected or volunteer voting members shall include:

1. Two classified staff willing to volunteer, nominated by Service Employee International Union;
2. Two Officers of Administration willing to volunteer, nominated by the Officers of Administration Council;
3. Two members of United Academics willing to volunteer, nominated by United Academics;
4. One member of unrepresented faculty willing to volunteer, nominated by Human Resources;
5. One Graduate Teaching Fellow willing to volunteer, nominated by the Graduate Teaching Fellows Federation;
6. One member of the Teamsters Local Union #206 willing to volunteer, nominated by the Teamsters Local Union #206;
7. One student employee willing to volunteer, nominated by the Associated Students of the University of Oregon.

SAC membership must meet the stipulations of all applicable collective bargaining agreements.

When possible, each committee member shall have an alternate member with the same status (employer-selected or employee-elected/volunteer), and from the same represented group, to serve in their place when they are unable to attend a meeting. The alternate member may attend any meeting, but will only have voting privileges when the primary member is absent.

The committee may also include voting or non-voting *ex-officio* members, as authorized by the Presidential appointment, with applicable expertise from Safety & Risk Services.